

ADMINISTRATIVE

CIA SECRETARIAL GRADE PATTERN

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The Secretarial Grade Classification Pattern applies to positions where the incumbent acts in a personal assistant relationship to the supervisor. The Pattern Grade is based on a combination of the grade of the supervisor's position and the organizational level of the supervisor's position. Therefore, in applying the Secretarial Pattern to a situation where a supervisor is a GS-16 and a subordinate is a GS-15, the former's secretary would be graded at GS-07 and the latter's at GS-06.

| AGENCY ORGANIZATIONAL LEVEL | SUPERVISOR'S POSITION GRADE | MAXIMUM SECRETARIAL GRADE |
|--|--------------------------------|------------------------------|
| 1. DCI | EP-02 | GS-13 |
| 2. DDCI | EP-03 | GS-12 |
| 3. DD's and certain Independent Offices | EP-04 | GS-11 |
| 4. Associate DD's and certain Independent Offices | EP-05 | GS-10 |
| 5. Office and Division Chiefs, Chiefs of Station (Other comparable GS-18 jobs) | GS-18 | GS-09 |
| 6. Deputy Office Chiefs, Deputy Division Chiefs, Group Chiefs, Staff Chiefs, COS', DCOS' (Other comparable GS-17 jobs) | GS-17 | GS-08 |
| 7. Division, Group, Staff, Branch Chiefs, COS', DCOS' | GS-16 | GS-07 |
| 8. Division, Group, Staff, Branch Chiefs, COS', DCOS' (without supervisory positions at GS-16 immediately above them) | GS-15 | GS-07 |
| 9. Division, Group, Staff, Branch Chiefs (with GS-16 supervisory positions immediately above them) | GS-15 GS-14 | GS-06 |

Grade of Secretaries to Officers in nonsupervisory positions will be evaluated on the basis of duties and responsibilities.

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